**RESUME**

**DEBOLA **

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| **SKILLS AND COMPETENCIES*** Strong knowledge of Microsoft office suites – word, publisher, PowerPoint, etc
* Strong knowledge of the use of the internet for research, information gathering monitoring
* High level experience in Executive / Senior portfolio management
* Broad experience in co-ordination and management of all aspects of board and committee meetings

and events - AGMs, Media parley, product launch * Human resources and Administration Knowledge
* High sense of commitment and undisputable loyalty
* Strong administrative and organizational skills
* Interpersonal / team work (social skills)
* Maintenance and operation of office equipment
* Proven strategic abilities
* Customer service orientation
* Strong communication (verbal) skills
* Creative writing skills
* knowledge and operation of standard office equipment.
* Strong analytical/problem solving skills.
* Procurement and distribution skills
* Event Management Skills
* Protocol / Travel Management Skills
* Project Management Skills
* Facilitation/Teaching Skills
* Attention to details
* Confidentiality

**EDUCATIONAL & PROFESSIONAL QUALIFICATION:*** B.A (Hons) English Arts, Ogun State University 1999
* Computer Operations, Newtech Computer Institute 2001
* Diploma, (Operations Management), University of Lagos 2004
* Travel and Tourism Consultant Diploma, (IATA) 2014
* Etiquette Consultant Certification In View

**PROFESSIONAL ASSOCIATIONS AND MEMBERSHIPS:** * Member, International Association of Administrative Professionals (IAAP, US)
* Member, International Association of Professional Etiquette Consultants (IAPO)
* Full Member, Institute of Professional Managers and Administrators (IPMA, NG).
* Member, International Air Travels Association (IATA)
* Associate, Nigerian Institute of Management (NIM)

**COURSES AND SEMINARS ATTENDED:*** Etiquette Consulting Course
* Administration Functions and Office Management
* PeopleManagement Course
* Team Building Workshop
* Corporate Social Responsibility (CSR), what, where and How?
* Advanced Protocol and Public Relations Management
* Performance Management Systems
* Managing the Corporate Affairs Function
* House Journal production Management
* Management and Business Skills for PA’s and Secretaries
* Strategic Review of Operations for effective Performance (PA’s and Secretaries)
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| **WORK EXPERIENCE:****Admin/Operations Manager, Tabitha Travels and Tours, Lagos April 2015 – May 2018**General management of Agency’s activities and operations.* Implement laid down administrative and office systems, procedures and policies.
* Maintain workflow, develop, analyze and report office procedures, control, office layout, budgeting.
* Prepare and modify documents including correspondence, reports, drafts, memos and emails.
* Monitor, access and develops other staff by providing information, educational opportunities,

 and experiential growth opportunities.* Customer services and Management
* Identify and resolves all administrative lapses/problems
* Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs;

 maintaining equipment inventories * Provide information by answering questions and requests.
* Order office supplies and research new deals and suppliers
* Maintain contact lists and client data base
* Act as the point of contact for internal and external clients and Visitors
* Assign tasks to other employees
* Ensure deadlines are met and work is completed correctly
* Produce scheduled activity reports

**Head, Administrative Services, Aiico Insurance Plc July 2011 – Feb 2015**Oversee, and coordinate the General Company Administrative duties including: * Procure and supply office requests and needs.
* Manage telecommunications unit – Telephone subscriptions renewals, Maintenance.
* Plan and Manage organization’s physical resources and other assets.
* Manage Company’s Fleet – Fueling schedules, Vehicle Maintenance, repairs and drivers pool.
* Budget Preparation, Planning and reporting
* Maintain Company Facilities – building beautifications, repairs, alterations, security services.
* Vendor/contract Management - Updating Vendors list, vetting of requirements, specifications to products,

Quotes and pricing.* Recommend changes to policies or procedures to improve operations and departmental business plan
* Train, supervise and appraise support staff.
* Support and arrange office planning and movements.
* Travel Management (Visas, Tickets, Hotels, Ground Transports…)
* Management of Mail and mail room – incoming and outgoing mails sorting, monitoring of Courier agencies.
* Project Management - ensure compliance and delivery of projects to time and specifications
* Assists in coordinating various in-house programs and presentations and department-specific events.
* Coordinates and directs monthly intra departmental meetings.
* Report company’s administrative issues to Management for next actions.
* Resource planning and Management.

**Executive Personal Assistant to Group MD / CEO, Aiico Insurance Plc May 2002 – June 2011*** Manage CEO’s Diary, itinerary / Schedule.
* Maintain and order office supplies and inventory.
* Document Management – filing, Archiving, maintenance of electronic and hard copies.
* Travel Management - flights, Hotel reservations, Visa processing, renewals.
* Event management – organize conferences, Lunches, parties, Venue decorating, photo and video - coverage.
* Assist HR Manager on private and confidential issues relating to staff base personnel.
* Basic Accounting or Office Expenditure Management.
* Media relations and management - Work with advert Agencies to develop and create effective advert strategies.
* Assist in Preparation of in-house journals, News / press releases.
* Assist and implement Corporate Social Responsibilities services.
* Oversee the payment and renewals of Subscriptions and Annual Dues.
* Answer, screen and transfer inbound phone calls.
* General clerical duties including photocopying, fax and mailing.
* Prepare and modify documents including correspondence, reports, drafts, memos and emails.
* Information Management – read Company’s emails, sort and distribute incoming regular and electronic mail

and other material and coordinate the flow of information internally and with other external Organizations * Public (External and Internal) Relations duties: Greet visitors, ascertain nature of business, and directs

Visitors appropriately.* Arrangement of Internal and External meetings, record, prepare and circulate minutes and or Board papers,
* Organize seminars packages, agenda format, mass mailing of the seminars program, conferences.
* Determine and establish office procedures and supervise/train support staff in use of basic office machineries.
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**BIO DATA**Date of birth: December 31st, 1974Nationality: NigerianMarital status: MarriedEmail: debola.333427@2freemail.com .  |